

CDBG Applicant Workshop

DCA-Based Reporting Requirements

February 11, 2021



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Agenda

- Government Management Indicators (GOMI) Survey
- Report of Local Government Finance (RLGF)
- Other Research Functions/Submissions
- Compliance Confirmations
- Questions/Discussion



Government Management Indicators Survey (GOMI)



Government Management Indicators (GOMI)

- Due for *all* Local Governments by June 30 of each calendar year
- Web-based reporting platform using CICOID/Password
 - Email ID/PW request to DCA.Research@dca.ga.gov



2020 Government Management Indicators (GOMI)

Welcome to the 2020 Government Management Indicators (GOMI) survey. As part of our continued efforts to collect and disseminate valuable information about local government operations, we are pleased that you have chosen to complete the GOMI survey online. Please log in below using your government's User ID and Password. It is NOT necessary to mail in a hardcopy of the survey.

GOMI Survey Login

Username

Password


Login

Questions? Contact DCA.Research@dca.ga.gov



Government Management Indicators (GOMI)

- Three most recent years are required for funding/program designation compliance
- Upon log-in, user will see the three required years
 - “Yes” in middle column indicates submission and compliance
 - “No” indicates LG is *not* in compliance and *not currently* eligible

 Community Affairs		
Government Management Indicators (GOMI) Survey		
City of Jesup (2151001)		
Local Governments are considered compliant with the GOMI Survey filing requirement if the survey <u>has been completed for the most recent three years.</u> Our records indicate below the <u>survey completion status</u> by your Government for the <u>applicable three years:</u>		
2018 Survey Completed:	Yes	Thank you View/Print 2018 Survey
2019 Survey Completed:	Yes	Thank you View/Print 2019 Survey
2020 Survey Completed:	Yes	Thank you View/Print 2020 Survey
Log Out		Print This Page
Questions? Contact DCA.Research@dca.ga.gov .		

Government Management Indicators (GOMI)

- Nine Sections
- PDF Version is available for gathering information from different sources (police chief, planning/zoning director, finance director, etc.), but is *not* acceptable for submission
- ☒ Indicates section completion, and ☒ by “Certification” indicates completion

email that DCA has received your survey responses.

Suggestions:

- **Before** you begin, download/print the PDF version of the 2020 GOMI survey form (see the [Printable Survey](#) link below). This blank form can be used as a worksheet for distribution to other departments or staff members that might be completing part(s) of the survey.
- Use the glossary of terms. Terms that appear in the glossary are **bolded/italicized** in the survey text. Also, see the link to the [Glossary](#) below.
- We strongly recommend that you keep a printed copy of this survey for your files. After signing the Certification section, log back in to the GOMI web page to view and/or print each completed section. You will receive a confirmation email when the survey has been successfully submitted (to the email address you entered on the Certification page).
- Contact DCA.Research@dca.ga.gov with any questions.

ALL of the sections must be completed and/or updated before the survey can be submitted.

<input checked="" type="checkbox"/>	Section I	Management Functions
<input checked="" type="checkbox"/>	Section II	Services Provided
<input checked="" type="checkbox"/>	Section III	Public Facilities
<input checked="" type="checkbox"/>	Section IV	Planning, Zoning, and Development Procedures
<input checked="" type="checkbox"/>	Section V	Financial Management Practices
<input checked="" type="checkbox"/>	Section VI	Economic Development Activities
<input checked="" type="checkbox"/>	Section VII	Public Safety
<input checked="" type="checkbox"/>	Section VIII	Form of Government
<input checked="" type="checkbox"/>	Section IX	E-Government
<input checked="" type="checkbox"/>	Certification	Certification
	Log Out	

☒ = Section Saved

[Printable Survey](#) (PDF)
[Glossary](#) (PDF)

Report of Local Government Finance (RLGF)



Basics of RLGF

- Standardized financial reporting for all local governments in Georgia
- Three most recent fiscal years required for compliance and funding/program eligibility
- Due within six months of the LG's FYE date
- Submitted as Excel document, available on DCA Research website
- Based on Uniform Chart of Accounts (UCOA)
- *Not* required to be audited

Georgia Department of Community Affairs Office of Research		Report of Local Government Finances COUNTIES, MUNICIPALITIES, AND CONSOLIDATED GOVERNMENTS		For FY2020 or later ONLY (Updated to UCOA 4th Edition) F-16 (GA-2A) (May 2020)	
Click on the "Instructions" link regarding report completion: INSTRUCTIONS					
Complete the items on ALL SIX bottom tabs. Make entries only in those cells shaded in light blue.					
Please return this form by email to RLGF@dca.ga.gov .					
Send this completed Excel form; do NOT convert this Excel form to any other format, such as PDF, Word, etc.					
PAGE 1		Select name of local government			
IMPORTANT - In the light blue blocks to the right, please indicate the fiscal year covered by this Report. Both the month and year are required.					
If the fiscal year end MONTH selected on this report is different from the fiscal year end MONTH on the previous year's report, change the "No" to "Yes" in this block.		No		Fiscal Year Ended	
				MONTH	
				FYE MONTH IS REQUIRED	
If the fiscal period for this Report is for a number of months other than a standard 12 month period, please change the "12" to the appropriate number of months being reported.		2		YEAR	
Note: All blue-shaded \$ value blocks on any page of this form MUST show 0 or higher; do NOT leave such					
Part I - TAX REVENUES -- ALL FUNDS		LINK TO: UCOA			
Section A - GENERAL PROPERTY TAXES		UCOA CODE REFERENCE			
Real Property Taxes, Current Year	31.1100				
Real Property Taxes, Current Year -- Public Utility	31.1110	\$0			
Real Property Taxes, Current Year -- Timber Taxes	31.1120	\$0			

Accessing the RLGF Submission Document



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Research & surveys, planning, maps, volunteerism, building codes

COMMUNITY & ECONOMIC DEVELOPMENT
Financial assistance opportunities for communities

SAFE & AFFORDABLE HOUSING
Helping communities meet housing needs and connecting people with housing assistance

Local Government Assistance > Research & Surveys > Report of Local Government Finance (RLGF)

Report of Local Government Finance (RLGF)

Basic Info

Georgia law requires local governments to submit an annual *Report of Local Government Finances* (RLGF) to the Department of Community Affairs (DCA). These reports provide important information, used by state and local government policy makers to better understand and evaluate local government operations and service delivery strategies.

CONTACT
DCA.Research@dca.ga.gov

The RLGF report form can be downloaded from DCA's website and can be used for any fiscal year. Once completed, the spreadsheet should be emailed to DCA's Office of Research at RLGF@dca.ga.gov.

Also, this spreadsheet includes an "attachments" tab to allow local government to submit required supplemental information in the same document. **When emailing these Reports, please enter "RLGF" followed by your government's name in the subject line of your email.** The RLGF is due for all local governments within six months of the conclusion of the jurisdiction's fiscal year.

Under "Downloads & Related Links" below, click on the first option *Report of Local Government Finances FORM (MS Excel Spreadsheet)* to get started. (Instructions and Uniform Chart of Accounts and other information are also provided but have not changed.)

RLGF data are available to download through the Tax and Expenditure Data Center for Georgia Local Governments, accessible at <https://ted.cviog.uga.edu/>.

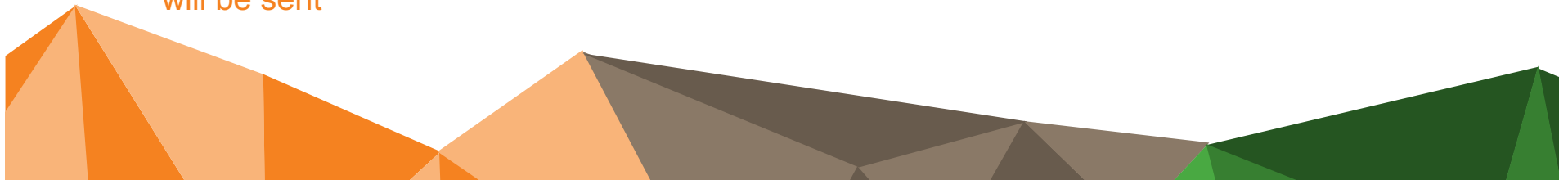
Documents

Forms Publications Reports

RLGF Reminders

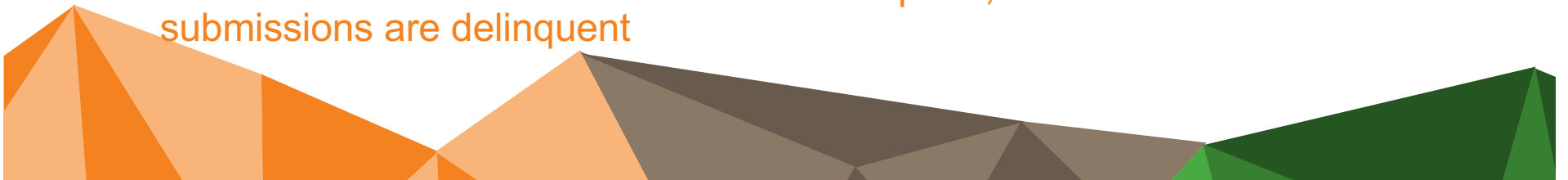
- RLGF is due from every local government within six months of the conclusion of the jurisdiction's fiscal year
 - COVID-Related EO Extensions (Next Slide)
- RLGF submissions should be saved as the Excel document that is downloaded – **not** converted to PDF, Word, or other files
- RLGF submissions *do not* have to be audited
 - Updates can be made once an audit is complete, but not submitting within the six-month window could jeopardize funding, loan eligibility, program designation, or other resources
- Completed documents should be emailed to RLGF@dca.ga.gov and a confirmation response will be sent

Part XV - CERTIFICATION		DCA CANNOT ACCEPT the Report unless this section is fully completed prior to submission. ALL blue-shaded spaces MUST be completed. DO NOT TYPE IN ALL CAPS!	
This is to certify that the figures contained in this report are accurate to the best of my knowledge.			
Name of Government		Name of Chief Elected Official	
Title of Chief Elected Official	Date Approved	Report uses AUDITED Figures (Enter Yes or No):	
		NO YES	
Name of Firm Preparing Report (if not Government)		Name of PERSON who prepared report	
		Answer Required	
Full Mailing Address of Firm (if not Government)		Preparer's Telephone No.	Preparer's Title
Preparer's Email Address		Email Address for Gov't CFO Contact or CEO	Correspondence will be emailed to <.... THIS email address.
Completion of this report by every chartered local government is mandated by state law. If you have questions about this report, PLEASE CONTACT: RLGF@dca.ga.gov			



COVID-Related FY2020 RLGF Extensions

- Beginning in March 2020, the Governor signed an Executive Order (EO) providing one-time, 90-day extensions on Audit (DOAA) and RLGF (DCA) submissions for certain affected local governments;
- Extensions are determined based on reporting deadlines (typically six-months following conclusion of LG FYE)
- Subsequent extensions of the EO have impacted additional LGs
 - Extensions were communicated by joint letter (DOAA/DCA) on DOAA letterhead directly to the CEO of affected local governments
 - Jurisdictions with FY2020 FYE date of December 31 *are not yet impacted (N=324), meaning the current due date is June 30, 2021*. Any further extensions by the Governor *may* impact those jurisdictions.
- All FY2019 submission extensions have expired, and all FY2019 RLGF submissions are delinquent



COVID-Related FY2020 RLGF Extensions

FYE Date	Ordinary RLGF Due Date	Extension by EO	FY2020 ONLY Submission Deadline
March 31, 2020	September 30, 2020	One-Time 90-Day	December 31, 2020
April 30, 2020	October 31, 2020	One-Time 90-Day	January 31, 2021
May 31, 2020	November 30, 2020	One-Time 90-Day	February 28, 2021
June 30, 2020	December 31, 2020	One-Time 90-Day	March 31, 2021
July 31, 2020	January 31, 2021	One-Time 90-Day	April 30, 2021
August 31, 2020	February 28, 2021	One-Time 90-Day	May 31, 2021
September 30, 2020	March 31, 2021	One-Time 90-Day	June 30, 2021
October 31, 2020	April 30, 2021	One-Time 90-Day	July 31, 2021
November 30, 2020	May 31, 2021	One-Time 90-Day	August 31, 2021
December 31, 2020	June 30, 2021	None (as of 2/10/2021)*	June 30, 2021*

Additional DCA Research Functions



<https://www.dca.ga.gov/local-government-assistance>

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Commissions, and other state agencies on a variety of planning, land use and environmental programs. Our planning staff can provide hands-on assistance to address issues specifically identified in local comprehensive...

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Research & Surveys

Access the 2021 Reporting Calendar for Local Governments and Local Authorities at <https://www.dca.ga.gov/node/7014>

The Research & Surveys group collects, maintains, and publishes data on Georgia's local governments and authorities.

- ✓ [Bond Allocation Program](#)
- ✓ [Condemnation Proceedings](#)
- ✓ [Government Management Indicators \(GOMI\) Survey](#)
- ✓ [Local Government Authorities](#)
- ✓ [Monthly Jail Reports](#)
- ✓ [Uniform Chart of Accounts \(UCOA\)](#)
- ✓ [Compliance](#)
- ✓ [Debt Issuance Reporting](#)
- ✓ [Hotel-Motel Excise Tax](#)
- ✓ [Hotel-Motel Tax Complaints](#)
- ✓ [Local Government Contact Database](#)
- ✓ [Report of Local Government Finance \(RLGF\)](#)
- ✓ [Wage and Salary Survey](#)



Partnerships

Through a number of forums and initiatives, DCA fosters partnerships to help

- “2021 Schedule of Surveys and Reports” available as PDF download on DCA Website
- Includes exhaustive list of reporting requirements for local governments and authorities, with timelines, contact information, and statutory references
- Direct links to the specific reporting websites/platforms
- Detailed information about COVID-Related Extensions on Financial Reporting (RLGF/HMT)



Office of Research
2021 Schedule of Surveys & Reports

If you need assistance or have any questions/concerns about DCA local government and authority reporting requirements, please email DCA.Research@dca.ga.gov

Local Governments

Municipal, County, and Consolidated Governments

Report/Survey	O.C.G.A. Reference	Primary DCA Contact Person*	Date Due to DCA
Local Government Contact Information Link to DCA Local Government Officials Contact Update	N/A	Norma Allen (404) 679-3132 norma.allen@dca.ga.gov	As-Needed – Available year-round, to be updated as changes occur
Government Management Indicators Survey (GOMI) Link to GOMI Survey	§ 36-81-8	Norma Allen (404) 679-3132 norma.allen@dca.ga.gov	June 30, 2021
Wage & Salary Survey Link to Wage & Salary Report	N/A (voluntary)	Norma Allen (404) 679-3132 norma.allen@dca.ga.gov	June 30, 2021
Hotel/Motel Tax Report (FY20/FY21) <i>Only required for Local Governments imposing a Local Hotel-Motel Excise Tax</i> Link to Hotel-Motel Tax Report	§ 48-13-56	Jackson Lilly (404) 679-3105 jackson.lilly@dca.ga.gov	Within six (6) months of local government's fiscal year end <i>Certain jurisdictions granted 90-day COVID-19 Extension – See Page 2</i>
Report of Local Government Finances (FY20/FY21) Link to RLGF Documents	§ 36-81-8	Jackson Lilly (404) 679-3105 jackson.lilly@dca.ga.gov	Within six (6) months of local government's fiscal year end <i>Certain jurisdictions granted 90-day COVID-19 Extension – See Page 2</i>
Debt Issuance Report Link to Debt Issuance Documents	§ 36-82-10	Jackson Lilly (404) 679-3105 jackson.lilly@dca.ga.gov	Within 60 days of debt issuance (Applies to all debt issues >\$1M)

*Officials needing a local government's CICOID & Password to access reports should email DCA.Research@dca.ga.gov

Local Authorities

Report/Survey	O.C.G.A. Reference	Primary DCA Contact Person*	Date Due to DCA
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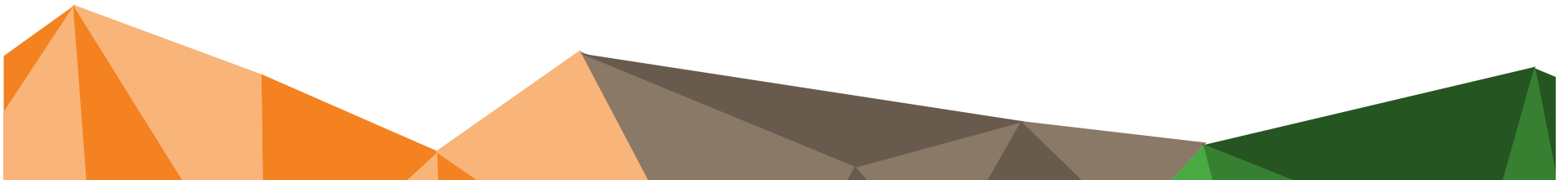
Additional DCA Research Functions (1/2)

- Local Government Contact Database
 - Primary source for communications from DCA and other state agencies
 - Updated by LG officials through web-based platform on DCA website using CICOID/Password
 - CICOID begins with “1” for County Governments, “2” for Municipal/City Governments, and “3” for Consolidated Governments
 - Requests for ID/Password should be emailed by LG Official to DCA.Research@dca.ga.gov
- Wage and Salary Survey
 - FTE/PTE staffing and salary ranges for ~200 LG positions
 - Searchable database available via DCA website
- Hotel-Motel Excise Tax Reporting
 - Required within six months of FYE for all jurisdictions (N=281) collecting a hotel-motel excise tax (2%-8%)
 - Reports total collections for the fiscal year, as well as use of restricted funds by DMO
 - Web-based reporting platform requiring CICOID and Password



Additional DCA Research Functions (2/2)

- Local Authority Reporting
 - Local Authorities (DDAs, Hospital Authorities, Housing Authorities, etc.) are required to complete the Annual Authority Registration and Financial Report within six months of Authority's FYE
- Debt Issuance Reporting
 - All new/refinanced debt >\$1M must be reported to DCA within 60 days of issuance
 - Locked Excel document emailed to Debt.Issuance@dca.ga.gov



Compliance Confirmation



<https://www.dca.ga.gov/local-government-assistance>

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Commissions, and other state agencies on a variety of planning, land use and environmental programs. Our planning staff can provide hands-on assistance to address issues specifically identified in local comprehensive...

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- ✓ [Local Government Contact Database](#)
- ✓ [Report of Local Government Finance \(RLGF\)](#)
- ✓ [Wage and Salary Survey](#)



Partnerships

Through a number of forums and initiatives, DCA fosters partnerships to help

<https://www.dca.ga.gov/local-government-assistance>

- Listing updated every Friday
- Jurisdiction-specific inquiries can be emailed to DCA.Research@dca.ga.gov
- Reflective only of DCA Research requirements – does not include other agencies (DOAA LG Audit, for example) or other statutory requirements within DCA (Comprehensive Plans/Plan Updates, SDS, CIE, etc.)



Local governments – cities, counties, and consolidated governments – listed on this document are not in compliance with state reporting requirements and are barred from receiving state-appropriated funds from the Department of Community Affairs until the specified reports are received. Local governments are required to have the three most recently years' Government Management Indicators Survey (GOMI) and Report of Local Government Finance (RLGF) submitted to the Department of Community Affairs.

Jurisdictions on the following list have not submitted one or more of these six requirements. This list is sorted alphabetically by jurisdiction and lists each missing report with its corresponding fiscal year or year. The RLGF is due 6-months after the end of each jurisdiction's fiscal year, and the GOMI is due June 30th for all jurisdictions.

This PDF document is updated on a weekly basis. If you have any immediate questions regarding a jurisdiction's status or respective compliance requirements please e-mail DCA.Research@dca.ga.gov.

List Prepared and Accurate as of February 5, 2021

GOVERNMENT	REGION	FYE	DELINQUENT REPORTS
Adrian City	09	December 31	FY2019 RLGF
Alamo Town	09	December 31	2020 GOMI
Aragon City	01	June 30	FY2017 RLGF FY2018 RLGF FY2019 RLGF
Arnoldsville City	05	December 31	FY2019 RLGF
Atlanta City	03	June 30	2018 GOMI 2019 GOMI 2020 GOMI
Avalon Town	02	December 31	FY2017 RLGF FY2019 RLGF 2018 GOMI 2019 GOMI 2020 GOMI
Berlin City	10	December 31	FY2019 RLGF
Bishop Town	05	June 30	FY2019 RLGF 2020 GOMI
Bogart City	05	March 31	FY2019 RLGF FY2020 RLGF
Braswell Town	01	June 30	FY2017 RLGF FY2018 RLGF FY2019 RLGF 2018 GOMI 2019 GOMI 2020 GOMI



Questions and Inquiries

DCA Office of Research

DCA.Research@dca.ga.gov

